

Reports - ADP Mgmt.

Approved For Release 2000/08/17 : CIA-RDP78-04723A000200040097-4

8 NOV 1966

MEMORANDUM FOR: Chief, Support Services Staff, DD/S

SUBJECT : Inauguration of Semi-Annual Automatic Data Processing  
(ADP) Management Report to the Bureau of the Budget

REFERENCE : Multiple addressee memo dtd 28 Oct 66 fr C/SSS, same  
subject

The following information, grouped under the five essential elements identified in reference, is furnished in response to your request for contributions to subject report:

### A. Accomplishments in the Use of Computers

For more than 18 months, we have been working with the Office of Basic Intelligence and the Office of Computer Services on a system of computerized typesetting for the National Intelligence Surveys (NIS). This system is now operational, on a limited basis, and consists of the following basic steps:

- (1) Preparing a tape as a byproduct of the NIS manuscript typing.
- (2) Processing the tape through a computer programmed to prepare the tape for typesetting.
- (3) Using the computerized tape to drive a phototypesetting machine.

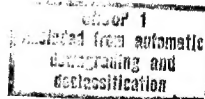
The phototypesetting machine produces fully made-up pages of text on film. The film is then used to produce the plates and printing.

There are several outstanding benefits derived from this system. It provides fully made-up pages of text, eliminates the need for corrections after the type is set, and provides for hyphenless justification. Hyphenless justification is an innovation of our Printing Services Division which permits justification of lines without the need for end-of-line hyphens. This feature is important to computerization since it eliminates the need for large dictionary storage in the computer. It also eliminates the attendant errors inherent in the dictionary-logic systems of hyphenation.

Approved For Release 2000/08/17 : CIA-RDP78-04723A000200040007-4

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Substantial savings in production time and personnel are expected as ultimate benefits when this system is fully operational.

B. Accomplishments in the Management of ADP Activities

Basic Logistics management information requirements for a Logistics ADP system have been established. These requirements pertain principally to the management of supply, inventory, distribution, and procurement functions. Detailed lists of these requirements were given to you previously, in March 1965 and August 1966. It is our opinion that they encompass many of the comments and suggestions received from the "Dr. Livingston Group."

Automatic Data Processing systems orientation and training requirements have been established for all echelons of management within Logistics. These requirements are being implemented by a training program whereby selected personnel are attending various external training courses as a means of developing the skills necessary to ADP management techniques.

C. Plans for the Future

Our plans for the future are directed primarily toward being responsive to the end product of the more efficient ADP system. As our system is transpositioned to a more flexible, fully automated basis, our plans should eventually provide us with a greater management capability, the potential to assimilate a greater workload without accompanying personnel increases, and a more rapid information reaction time.

We are also studying numerous other printing projects to determine those which can profitably be converted in the future to the computerized typesetting system described in paragraph A. above. Included among these are the NIS Gazetteers [REDACTED] and the many publications of the Office of Current Intelligence. By means of our future plans for applying computerized composition techniques in combination with graphic arts research, we intend to assure that the Agency will continue to have the best possible printing capability.

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D. Possible ADP Improvements Requiring Action by Other  
Agencies

The improvement of our stock cataloging system through ADP techniques involves the establishment of an automated data link with the Defense Logistics Services Center (DLSC). This may require coordination action in systems design to assure that machine language is compatible and that rapid access to the DLSC system is assured.

E. Organization and Assignment of Responsibilities for ADP

Logistics ADP system functions will be placed under a single manager. A senior officer in the Logistics Planning Staff will be selected and assigned this responsibility.

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 George E. Meloon  
Director of Logistics

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